

# NEW FIRE SERVICE INSTALLATION CHECKLIST

Applicants must follow the process below for new fire service.

## 1. Application Phase (Pre-development Permits)

- Applicant** completes the online [New Fire Service Application](#)

## 2. Building/Agreement Phase

- Applicant** hires District-approved contractor to install water service
- Applicant** turns in completed required forms to District Staff:
  - [Backflow Prevention Checklist](#) (applicant/owner completed)
  - [Fire Protection Requirements Form](#) (applicant/owner completed and fire department completed)
  - Customer Billing Information Form (applicant/owner completed)
  - [Water Waiver](#) for Pressure and/or Flow (if required this must be completed by owner, notarized and recorded at County)
- District** prepares the Service Installation Agreement detailing fees and the contractor guarantee form. This agreement is valid for 90 days. **Please wait until you are ready to start construction. If the agreement expires, the applicant will be subject to paying the current water capacity fees.**
- Applicant** pays fees, **owner** digitally signs page 5 of the agreement and **contractor** digitally signs page 7 (guarantee form).
  - Fees include:
    - [Meter Drop Fee](#)
    - Administration, Overhead and Inspection Deposit (*based on project size*)
- District Engineering Manager** executes the agreement and emailed to the contractor and applicant/owner. Contractor can then begin work.
- Applicant's** District-approved contractor installs water service per District guidelines with oversight from District's construction inspector.
- District** provides notice of completion after project passes final inspection.
- Contractor** submits total As Built costs and two-year Maintenance Bond.
- District** installs meter and activates service.
- Owner** must call Billing department with their social security to activate account.
- District** closes out project. If there are remaining funds from the Construction Inspection Deposit this is refunded to the owner. If the funds were exceeded, the owner is invoiced for the overage.